

# MassGIS Hard Drive Tracking Form

Before sending you hard drive to MassGIS to be filled, print this hard drive tracking form, fill it out, and include a copy with the drive.

Customer Name: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

MassGIS Order Number\*: \_\_\_\_\_  
(\*Required. It will be sent to you in an email)

Date being shipped: \_\_\_\_/\_\_\_\_/\_\_\_\_

Shipping method (To MassGIS):    US Postal Service       FedEx       UPS       DHL       In Person

Return Shipping method:       US Postal Service       FedEx       UPS       DHL       In Person

Shipping account number ( If FedEx, UPS, or DHL): \_\_\_\_\_

Hard Drive Details:

Brand and Model: \_\_\_\_\_ Size: \_\_\_\_\_GB

NEW hard drive       USED hard drive

If hard drive is used, list all components (cables, etc.) being included with the hard drive:

Additional Notes:

Please do not write below this line.    For MassGIS use only

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Date hard drive received: (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_       Initials: \_\_\_\_\_

Date hard drive processed: \_\_\_\_/\_\_\_\_/\_\_\_\_    Data Size: \_\_\_\_\_GB    Initials: \_\_\_\_\_

Date hard drive being returned: \_\_\_\_/\_\_\_\_/\_\_\_\_       Initials: \_\_\_\_\_

Additional Notes: